

OFFICE MANAGEMENT
AND OPERATION SKILLS
ONLINE COURSE

COURSE FEES PACKAGE

Rs 4000

Do you want to learn the Management and Operations
Skills of an **Office Management Assistant**

Then join this 29 hours interactive and online course for
only Rs 4,000.

Experienced and Well Qualified Trainers

Register online on:

https://www.cscm.mu/training/exam_courses.php



Registration
open till
**MONDAY 06
MAY 2024 at
noon by
latest.**

Topics to be covered:	Duration (hrs)	Date/s	Time
❖ PSC Regulations	3	13 May 2024	18:00 – 21:00
❖ Scheme of Services	3	15 May 2024	18:00 – 21:00
❖ Essentials of Financial Management Kit /Procedures	6	17 & 18 May 2024	18:00 – 21:00 (17 May)& 09:00 – 12:00 (18 May)
❖ Government Machinery	2.5	21 May 2024	18:00 – 20:30
❖ Current Affairs (Work From Home, Gender, Public Sector Business Transformation)	2	23 May 2024	18:00 – 20:00
❖ Procurement and Supply	3	25 May 2024	09:00 – 12:00
❖ Retirement and Pension	2	28 May 2024	18:00 – 20:00
❖ Duties of the Secretary to Committee	3	30 May 2024	18:00 – 21:00
❖ Conditions of Service (including PMS)	4.5	01 & 04 June 2024	09:00 – 11:30 (01 June) & 18:00 – 20:00 (04 June)

CSCM reserves the right not to run the course.